# **SCFD Fluxx Bank Confirmation Guide**

## **START HERE**

Log into the SCFD Fluxx Protal: <a href="https://scfd.fluxx.io/">https://scfd.fluxx.io/</a> or access it from the Tier I/II pages of the <a href="https://scfd.fluxx.io/">SCFD website</a>.

Please note: If you do not have a log-in, please contact SCFD staff for assistance in setting up your profile in the grant system.

## **REPORT MENU TAB**

Click on "Report Due" under the REPORTS Menu Tab to located your Bank Confirmation Report. Once your Report is displayed, click the EDIT button in the top right-hand corner of the screen to open the report.

### **CONFIRMING BANK INFORMATION**

For security reasons, the system will only display the name of the bank on file and the last set of digits in the account number.

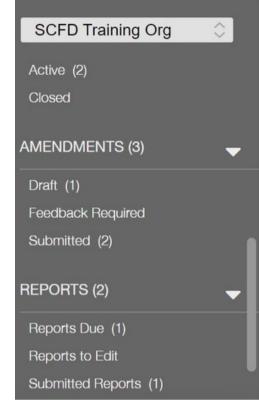
- If correct, click the assurance checkbox and then the "Save and Close" button.
- If not correct, contact SCFD staff for an ACH Account Update Form and directions.

REMEMBER: Click the "Submit" button in the lower-right hand corner when you are finished.

# **QUESTIONS**

If you have any questions or concerns regarding this process, please do not hesitate to call or email SCFD staff for clarifications or information on security measures.





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